

February Agenda Special Meeting of Trustees

The special meeting of the Board of Trustees of School District #35 has been scheduled for **Tuesday, February 24, 2015 at 5:30pm** at the Gallatin Gateway School Multipurpose Room. All policies can be found at www.gallatingatewayschool.com -- Information pertaining to the agenda can be found at www.gallatingatewayschool.com or at the District office.

Call to Order

Presiding Trustee's explanation of procedures (GGS Policy #1070)

Public Comment- Non Agenda Items- Sign in sheet- (GGS Policy #1070)5902 441

New Business

Administrator's Vacation & Personal Leave Time (possible closed session)

Leave of Absence- GGS Policy #5055- revision

Administrative Leave Request (GGS Policy #5055)

Adjournment

MINUTES
SPECIAL MEETING
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35

Call to Order

The Board of Trustees of the Gallatin Gateway School District #35 met at 5:30pm on Tuesday, February 24, 2015 in the Gallatin Gateway School Library. Board Chair Ann Prescott presided and called the meeting to order at 5:32pm.

Trustees Present

Ann Prescott, Board Chair; Donna Shockley, Board Vice-Chair; Dan Curtis, Lyn Morton, and Peter Scott

Staff Present

Kim DeBruycker, Superintendent Carrie Fisher, District Clerk; and Kacee Krob, Teacher

Others Present

Cheryl Arnaud, Christie Francis, Judy Thompson, Judy Hengel, Margaret Ryder, and Gerald Ryder

Presiding Trustee's Explanation of Procedures

Board Chair Ann Prescott explained the public comment process to be followed for addressing the Board in accordance with Gallatin Gateway School policy. She noted: 1) that prior to a vote the public may comment on agenda items; 2) there will be time for public comment on non-agenda items; and 3) public comment periods are not intended to be a question and answer session.

Public Comment on Non- Agenda Items

None

New Business

Administrator's Vacation and Personal Leave Time

Motion: Vice Chair Donna Shockley that time taken away from school, by the Administrator, during Pupil Instruction days for personal use or vacation must be pre-approved by the Board. If approved, either personal leave or vacation leave credits must be used for that time off.

Second: Trustee Lyn Morton

Public Comment: None

For: Curtis, Morton, Prescott, Scott, and Shockley

Opposed: None

Motion passed unanimously

Leave of Absence- GGS Policy #5055- revision

Motion: Vice Chair Donna Shockley to table discussion and proposed revisions until a regularly scheduled meeting.

Second: Trustee Lyn Morton

Public Comment: None

For: Curtis, Morton, Prescott, Scott, and Shockley

Opposed: None

Motion passed unanimously

Administrative Leave Request

Motion: Vice Chair Donna Shockley to approve administrative leave for March 16-20, 2015.

Second: Trustee Lyn Morton

Public Comment: None

For: Curtis, Morton, Prescott, Scott, and Shockley

Opposed: None

Motion passed unanimously

Adjournment

Motion: Trustee Dan Curtis to adjourn the meeting at 6:42pm.

Seconded: Trustee Lyn Morton

Public Comment: None


For: Curtis, Morton, Prescott, Scott, and Shockley

Opposed: None

Motion passed unanimously



Ann Prescott, Board Chair



Carrie Fisher, District Clerk

Special Meeting

February 24, 2015

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Cheryl Arnaud	Cheryl Arnaud
2. Judy Thompson	Judy Thompson
3. Christie Francis	Christie Francis
4. Judy Hensel	Judy Hensel
5. Margaret Ryder	
6. Gump Ryder	
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**GALLATIN GATEWAY SCHOOL
PO BOX 265, GALLATIN GATEWAY, MT 59730**

Gallatin Gateway School Policy #1070- The agenda must also include a "public comment" item in order to allow members of the general public to comment on any public matter under the jurisdiction of the district that is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairman may place reasonable time limits on any "public comment" item in order to maintain and ensure effective and efficient operations of the Board. The District shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment.

** Public comment will be asked on each agenda item. Do not sign below for agenda items.*

Public Comment Sign-in

Date: February 24, 2015

**Please sign below for non-agenda items to be heard under New business: Public comment.*

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
1.	
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Ann & Paul

February 18, 2015

To: District #35 Board of Trustees
Ann Prescott, Chair, Dan Curtis and Peter Scott

RE: NOTICE OF SPECIAL MEETING

This memo is to notify the Gallatin Gateway School Board of Trustees that Board members, Donna Shockley and Lyn Morton, have called a Special Board Meeting for the purpose of discussing and taking action on items pertaining to Superintendent Vacation Leave. This meeting will be held at Gallatin Gateway School on February 24, 2015, at 5:30 pm.

Proper noticing of this meeting will be done by the Superintendent or designee per Gallatin Gateway School Policy #1065. Members may attend electronically if needed.

Thank you.


Donna Shockley, Vice Chair


Lyn Morton, Trustee

Agenda Item: Administrator's Vacation & Personal Leave Time (possible closed session)

Motion:

Time taken away from school, by the Administrator, during Pupil Instruction days for personal use or vacation must be pre-approved by the Board. If approved, either personal leave or vacation leave credits must be used for that time off.

Agenda Item: Leave of Absence- GGS Policy #5055- revision

Motion:

to approve revisions to GGS Policy #5055- Leave of Absence.

PERSONNEL

Leave of Absence

The District provides leave to its employees pursuant to Montana law, collective bargaining agreements and individual contracts. Those employees in paid leave status continue to accrue seniority and are eligible for District benefits. Employees in unpaid leave status do not accrue seniority and may not be eligible for benefits through the District.

Sick Leave and Bereavement Leave

Certified employees will be granted sick leave according to terms of the collective bargaining agreement. Administrators shall be granted sick leave pursuant to the terms of their individual contracts. Classified employees shall be granted sick leave pursuant to Montana law governing public employees. Unless otherwise stated by contract, "sick leave" means a leave of absence, with pay, for an illness suffered by an employee of his or her immediate family. "Immediate family" means the employee's spouse, parents, grandparents, siblings, children and like relations of the spouse. A maximum of three (3) days of accumulated sick leave may be used per year because of death in the immediate family

If the District has established, either through collective bargaining or through policy, a sick leave fund, employees may contribute any portion of the employee's accumulated sick leave or accumulated vacation leave to a nonrefundable sick leave fund and become eligible to draw upon the fund pursuant to the rules established for the fund.

Personal and Emergency Leave

Certified employees will be granted personal and emergency leave according to the terms of their teaching contracts. **The Administrators** will be granted personal and emergency leave pursuant to the terms of their individual contracts, or at the discretion of the Board. **Personal days taken by the Administrator during Pupil Instruction days must be pre-approved by the Board and personal leave days must be used for those days.** Classified staff may be granted personal and emergency leave pursuant to the terms and conditions stated in the current classified staff handbook. Personal and emergency leave is without pay unless otherwise stated.

Civic Duties Leave

Employees shall be granted leave for service on a jury, in the Legislature or in response to a subpoena in accordance with state law. The District will notify employees of any reimbursement requirements in the employee handbook.

Military Leave

Employees shall be granted leave for service in the military in accordance with state and federal law. The District will comply with all federal regulations regarding the employee's return to service following military leave.

Vacation Leave

The Administrators will be granted vacation leave pursuant to the terms of their individual contracts and Montana law. **Vacation days taken by the Administrator during Pupil Instruction days must be taken at a time or times as will least interfere with the performance of their contracted duties and pre-approved by the Board. Annual vacation leave credits must be used for those days.** Classified employees will be granted vacation leave pursuant to Montana law. The District, in its sole discretion and/or subject to the terms of the collective bargaining agreement, may provide cash compensation for unused vacation leave in lieu of the accumulation of vacation leave.

Legal References:	§ 2-18-601, MCA	Definitions
	§ 2-18-611, MCA	Annual vacation leave
	§ 2-18-617, MCA	Accumulation of leave -- cash for unused -- transfer
	§ 2-18-618, MCA	Sick Leave
	§ 2-18-619, MCA	Jury duty – service as witness
	§ 2-18-620, MCA	Mandatory leave for employees holding public office – return requirements
	2.21.222, ARM	Calculating Annual Vacation Leave Credits

Cross References:

Policy History:

Adopted on: August 20, 2012

Revised on: **February 24, 2015**

Agenda Item: Administrative Leave Request (GGS Policy #5055)

Motion:

to approve administrative leave vacation request for March 16-20, 2015.

GALLATIN GATEWAY SCHOOL DISTRICT #35
Request for Administrative Leave

Name Kim DeBruycker Position Sup.
Date(s) March 16-20, 2015 Hours 40

Personal Leave

Vacation Leave

Approved _____ Denied _____ Date _____

Administrator's Signature Kim DeBruycker Date 2/16/15

Board Chair's Signature Ann S. Busch Date 4/10/15
approved @ Feb 24, 2015 special mtg.

References: Administrator's current contract, Montana State Code, GGS Board Policy #5055

Sick or Bereavement Leave

Emergency Leave

Civic Duties Leave

Military Leave

Administrator's Signature _____ Date _____

District Clerk's Signature _____ Date _____

References: Administrator's current contract, Montana State Code, GGS Board Policy #5055

*Submit to Business Manager